

Association for Library Collections and Technical Services  
(A division of the American Library Association)  
Cataloging and Classification Section

## COMMITTEE ON CATALOGING: DESCRIPTION AND ACCESS

### Task Force on an Appendix of Major and Minor Changes

# REPORT

December 27, 2000

Please note that the purpose of this document is to facilitate the work of the Committee and to provide a means for outreach to both library and non-library cataloging communities. This document is intended for the exclusive use of CC:DA and its cataloging constituencies, and is presented as a discussion document in the ongoing process of rule revision. Under no circumstances should the information here be copied or re-transmitted without prior consultation with the current Chair of CC:DA.

## INTRODUCTION

The Task Force on an Appendix of Major and Minor Changes was established in early spring 2000 to draft an appendix to AACR2 defining major and minor changes in a bibliographic resource. The purpose of the appendix would be to provide catalogers with guidance in determining when to create a new record for a resource and, conversely, when to handle changes with notes in the existing record for the resource. We believe our report documents existing practice for the most part, with some new additions from harmonization-related and other discussions, and provides a practical resource for the cataloging community.

The Task Force conducted its work primarily through e-mail discussion, with one meeting of half the group occurring in May 2000 at the Library of Congress. We spent a lot of time reading reports of prior committee work (e.g., the "Discussion paper of the CC:DA Task Force on Rule 0.24" (CC:DA/TF/Rule 0.24/5), the "Report of the Task Force on Recommendation 2 in 4JSC/ALA/30" (CC:DA/TF/Recommendation 2/3), "Revising AACR2 to accommodate seriality: rule revision proposals," prepared by Jean Hiron and members of the CONSER AACR Review Task Force (4JSC/Chair/68/Chair follow-up/2)). We also made reference to the IFLA Study Group on the Functional Requirements for Bibliographic Records (FRBR) (<http://www.ifla.org/VII/s13/frbr/frbr.htm>) and "Chapter 4. When to input a new record" from OCLC's Bibliographic Formats and Standards, 2<sup>nd</sup> ed. (<http://www.oclc.org/oclc/bib/fchap4.htm>).

Initial discussions focused on how to treat expression-level records vs. manifestation-level records, with the work, expression-, and manifestation-level records defined in the FRBR. The group that met at the Library of Congress discussed the difficulties of doing this within the context of the current cataloging code, a code that focuses on the cataloging of manifestation-level records. We agreed that we should draft our guidelines based on the existing code, but also decided to consult with the chair of CC:DA. Consultation with Daniel Kinney, Chair, CC:DA, resulted in an agreement that we should focus on manifestation-level records at this time. He stated that a proposed experiment on cataloging of expression-level vs. manifestation-level records would help inform future additional guidelines on major/minor changes for expression-level records. At the Joint Steering Committee meeting in March 2000, Brian Schottlaender, ALA representative to the JSC, was given responsibility to organize an inter-constituency task force to do such an experiment. Given the one-record approach taken by many libraries for print titles and their microform and/or electronic resource equivalents, we hope that the proposed experiment results in further refinements to this appendix.

Comments received from CC:DA resulted in a revision of the first draft in August 2000 that was sent to the Joint Steering Committee. Comments were received from the Joint Steering Committee in November 2000 and included a significant change to the direction we had originally taken, in that the Appendix should only concern itself with major changes to a bibliographic resource. Minor changes should be "understood" within the context of the basic guidelines and in their absence from the description of what constitutes a major change. The latest revision of the Appendix follows this instruction, except where minor changes are exceptions to a major change rule and must be enumerated so that the major change may be understood accurately (e.g., change of title proper for serials).

## DEFINITIONS

In order to understand the context of the draft appendix, it is helpful to have an abbreviated version of the FRBR definitions and explanations. We recommend that at least the first sentence of these definitions be added to the AACR glossary.

**Manifestation.** The physical embodiment of an expression of a work. The entity defined as manifestation encompasses a wide range of materials, including manuscripts, books, periodicals, maps, posters, sound recordings, films, video recordings, CD-ROMs, multimedia kits, etc. As an entity, a manifestation represents all the physical objects that bear the same characteristics. The boundaries between one manifestation and another are drawn on the basis of characteristics of both physical form (e.g., changes in the production process) and intellectual content (changes signaled in the product that are related to publication, marketing, etc. (e.g., a change in publisher, repackaging)).

**Expression.** The intellectual or artistic realization of a work in the form of alpha-numeric, musical, or choreographic notation, sound, image, object, movement, etc., or any combination of such forms. An expression encompasses, for example, the specific words, sentences, paragraphs, etc. that result from the realization of a work in the form of a text, or the particular notes, phrasing, etc. resulting from the realization of a musical work. The boundaries of the entity "expression" exclude aspects of physical form, such as typeface and page layout, that are not integral to the intellectual or artistic realization of the work. Any change in intellectual or artistic form results in a new expression (e.g., change from alpha-

numeric notation to spoken word; revision, modification, abridgement or enlargement of an existing text; the addition of parts or an accompaniment to a musical composition; translations from one language to another; changes in musical transcriptions and arrangements; change from a dubbed to a subtitled version of a film).

**Work.** A distinct intellectual or artistic creation. A work is an abstract entity; there is no single material object one can point to as the work. We recognize the work through individual realizations or expressions of the work, but the work itself exists only in the commonality of content between and among the various expressions of the work. When we speak of Homer's Iliad as a work, our point of reference is not a particular recitation or text of the work, but the intellectual creation that lies behind all the various expressions of the work. The concept of what constitutes a work and where the line of demarcation lies between one work and another may in fact be viewed differently from one culture to another.

The work of this task force focused primarily on major and minor changes to manifestation-level records for monographs, multipart items, integrating resources and serials and found the following definitions from the "Seriality" report useful to our deliberations.

**Finite Resource (= monograph or multipart item).** A bibliographic resource that is complete or intended to be completed within a finite number of parts or within a fixed period of time.

**Integrating Resource.** A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Examples include items that are loose-leaf for updating and Web sites.

**Serial.** A continuing resource in any medium issued in a succession of discrete parts, usually bearing numeric or chronological designations, that usually has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, directories, annual reports, newspapers, newsletters of an event, and monographic series.

In the actual text of the Appendix, we delineated what constitutes a major change for four categories: **monographs, serials, integrating resources and multipart items.**

## REPRODUCTIONS

Some members of this task force, in considering our more specific charge, could not avoid thinking through the reproductions concepts related to multiple version/format variation issues. We included a section on reproductions in earlier draft of the Appendix, because intellectual effort was spent on it during our deliberations. In the last reorganization of the Appendix, this section was removed and information on reproductions should be understood from the guidelines for each area of the bibliographic record.

## CORPORATE NAME CHANGES

We also considered changes to corporate names to be another area where advice on how to deal with them needs to be in the rules. We therefore recommend that the following text, which is an expansion of what is in LCRI 24.2, be added to AACR "24.2. Variant names":

In the absence of explicit evidence that a name change has taken place, consider that different usages of a corporate name found in publications are either variants of one another or constitute a MINOR name change. Consider the following differences to represent a MINOR change:

- a) the representation of a word or number (including, but not limited to, abbreviation, acronym, initialism, or symbol and the spelled out form; different spellings of the same word; arabic numeral and roman numeral; singular and plural spellings; presence vs. absence of an indication of the possessive case)
- b) the addition, deletion, or change in a preposition, article, or conjunction
- c) a change in punctuation
- d) the addition or deletion of a higher body's name or a variant form of that body's name in conjunction with the name

Harvard Business School Management Consulting Club  
and Management Consulting Club

- e) the change of a higher body's name from one form to another (including an initialism), in conjunction with the name

Regional Conference of the Commonwealth Council for Educational  
Administration  
and CCEA Regional Conference

- f) in the case of a conference name, the addition or deletion of the name (including an initialism) or names of a sponsoring body or bodies anywhere in the conference name

National Heat Transfer Conference  
and ASME/AIChE National Heat Transfer Conference

International WHO Conference on Health Promotion  
and International Conference on Health Promotion

- g) in the case of a conference name, the change of a sponsoring body's name from one form to another (including an initialism) anywhere in the conference name.

ION National Marine Navigation Meeting  
and Institute of Navigation National Marine Navigation Meeting

Whenever appropriate make a reference in the authority record from a name that is determined to constitute a minor name change or a variant form of name.

Commonwealth Council for Educational Administration. Regional Conference  
x CCEA Regional Conference

ION National Marine Navigation Meeting  
x Institute of Navigation National Marine Navigation Meeting  
x National Marine Navigation Meeting

National Heat Transfer Conference  
x ASME/AIChE National Heat Transfer Conference

## **RELATED DISCUSSIONS AND FUTURE NEEDS:**

We have incorporated information from the following discussions and rules changes into this appendix:

1. Harmonization discussions for AACR2, ISSN, and ISBD (CR) occurred in November 2000. This appendix has been revised to reflect agreements reached at that meeting on what are major/minor changes for serials, although we have made some slight alterations in wording and order of the points.
2. The Joint Steering Committee has approved the proposed changes to Chapter 12, etc., from Jean Hirons' "Revising AACR2 to accommodate seriality: rule revision proposals." This appendix has been revised according to decisions made by the JSC decisions on "seriality"-related changes.

However, there are other topics in the works or that may be addressed in the future and the appendix may need to be revisited for the following:

1. To address MAJOR changes for expression-level records after an experiment on cataloging of expression-level and manifestation-level records and include any instructions that are relevant in this Appendix.
2. To include what is a major minor change for URNs (and perhaps URLs) if they are present in the bibliographic record.

## **QUESTIONS**

We have some questions we would like CC:DA to consider before we revise the Appendix again:

1. We used the phrase 'not applicable' under many points because it kept the numbering consistent among the different types of publications. Would you prefer these phrases be left out?
2. Are the terms 'significant' and 'substantive' considered problematic because they are not specific enough? They've been capitalized in the text to bring them to your attention. We've used "substantive" to indicate real or actual changes, "significant" when we want

to emphasize judgments on matters of degree (e.g., number of pages) and for explicitly identifiable differences (e.g., sound vs. silent).

3. There is overlap between 21.2 and 21.3, some of the “Basic guidelines” in the Appendix, the specific numbers of the Appendix on what constitutes a major change, and even specific chapters (see 12.1B8 and 21.2 revisions from the “Seriality” revisions in 4JSC/Chair/68/Chair follow-up/2/LC response/LC rep response). We have included only the ‘definition’ of major change in the Appendix, assuming instructions on what to do with a major or minor change were to be in Chapter 21 (but also added to Chapter 12?). What is the preferred course of action?
4. We are puzzled by one aspect of the recent charge from the JSC: “Include consideration of series authority records as representing works.” What is the background thinking here and what is the expectation for the Appendix? The entry on a serial or multipart item record and its related authority record do need to be in agreement, but does this belong in the Appendix or in the Introduction, with instructions on the inclusion of “see references” on authority records for any minor changes as there are added entries on the bibliographic record? AACR2 does not explicitly state to make authority records for series decisions. We could add some wording to the basic guidelines, but since AACR2 is so vague on authority records, is this appropriate?

## MEMBERSHIP

Everett Allgood  
Carroll Davis  
Brad Eden  
Mary Grenci  
Laurel Jizba  
Judy Knop  
Kristin Lindlan, Chair  
Elizabeth Mangan  
David Van Hoy  
Jay Weitz (Nov. 2000- )  
Cynthia Whitacre  
Mary Woodley

---

---

**APPENDIX E**

---

---

**APPENDIX OF MAJOR CHANGES****When to Create a New Record**

---

---

**Contents**

- E.1 INTRODUCTION
  - E.2 BASIC GUIDELINES
  - E.3 MONOGRAPHS
  - E.4 SERIALS
  - E.5 INTEGRATING RESOURCES
  - E.6 MULTIPART ITEMS
- 

**E.1. INTRODUCTION**

This appendix includes basic guidelines on whether: (1) a change within an existing bibliographic resource, or (2) a difference between two or more different manifestation(s) of a bibliographic resource, is to be considered a MAJOR or MINOR change. What constitutes a MAJOR change for a resource, i.e., when to create a new record, is then described in some detail.

## E.2. BASIC GUIDELINES

In determining whether a change to or a different manifestation of a bibliographic resource is to be considered MAJOR or MINOR, consider change(s)/difference(s) in the content, the description, and other aspects of the resource (e.g., change in the class of materials, language, choice of access points) in making a decision.

1. Changes to or differences in content require a re-evaluation of all areas of the bibliographic record for the resource in question.
2. A MAJOR change to a resource or a difference from an existing resource in any area of the description takes precedence over any minor change(s) in other area(s) and requires a new description (or descriptions), i.e., a new catalog record (or records). Cataloger should examine all areas to make a determination.
3. A MINOR change, if considered important, may require adjustments in the existing description. Adjustments for minor changes, depending on the type of resource, may take the form of adding or changing notes in the record, or of re-description, i.e., modifying elements in the body of the description. See the rules for the affected type of resource and element(s) of its description for guidance on how to record changes within the same record.
4. Decisions regarding the choice of main entry are made on the basis of Chapter 21. The main entry for a bibliographic resource may or may not be reflected in its description and the cataloger may need to consider any changes to the main entry separately from changes to the description.

### E.3. MONOGRAPHS

#### E.3A. TITLE AND STATEMENT OF RESPONSIBILITY AREA

**E.3A1. Title proper.** Generally, consider a difference in title proper between two or more manifestations a MAJOR change (See also 21.2B1)

**E.3A2. *Optional addition.* General material designation.** Consider a change in the physical characteristics such that the GMD would be different to be a MAJOR change (See E.3E1. Extent of item (including special material designation)

**E.3A3. Parallel titles.** Consider a difference in parallel title(s) between two or more manifestations a MAJOR change if there is also an indication of a change in content.

**E.3A4. Other title information.** Generally, consider a difference in other title information between two or more manifestations a MAJOR change.

**E.3A5. Statements of responsibility.** Consider a difference in the statement of responsibility between two or more manifestations, including a change in the order of names, a MAJOR change.

#### E.3B. EDITION AREA

**E.3B1.** Consider a difference in edition statement a MAJOR change if it indicates a **substantive** change in the bibliographic resource, including but not limited to:

- a) Numbered edition statements, with the exception of those associated with the number of copies printed. There may be other wording indicating a change in content (e.g., corrected, enlarged, with a new introduction, etc.). Consider also publication patterns in the country of publication in making this decision (e.g., Romance language 'edition' statements reflect printing information).
- b) Statements indicating abridgement, enlargement, etc.
- c) Statements with terminology such as "draft," "preliminary," "revision," etc., indicating content changes
- d) Statements indicating a difference in content, geographic coverage, or language (e.g., "Teacher's ed." vs. "Student ed.;" "Midwest ed." vs. "Western ed.;" "English ed." vs. "Ed. italiana")
- e) Statements associating different dates with editions (e.g., "Draft, Jan. 2000" vs. "Draft, May 2000")

#### E.3C. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

**E.3.C1.** Applicable only for the following classes of materials:

**Cartographic materials: Mathematical data area.** Consider a change in projection or a **substantive** change in scale a MAJOR change.

**Electronic resources: File characteristics area.** Consider a change in file characteristics that indicates a **substantive** change in the nature of the resource a MAJOR change.

**Music: Musical presentation statement area.** Consider a change in musical presentation statement that reflects a **substantive** difference in format (e.g., “Miniature score” vs. “Playing score” vs. “Parts”) to be a MAJOR change.

### **E.3D. PUBLICATION, DISTRIBUTION, ETC., AREA**

**E.3D1. Place of publication, distribution, etc.** Consider a place of publication in a different country appearing on different manifestations a MAJOR change.

**E.3D2. Name of publisher, distributor, etc.** Consider a difference representing a genuine change in the publisher’s name or a change in the publishing entity a MAJOR change. However, a change in distributor is not a major change.

#### **E.3D3. Date of publication, distribution, etc.**

**E.3D3a. Date of publication.** Consider a difference in publication date, including an inferred date, a MAJOR change.

**E.3D3b. Date of copyright.** A change in copyright date may be a MAJOR or MINOR change. Consider other aspects of the monograph to determine.

#### **E.3D4. Place of manufacture, name of manufacturer, date of manufacture**

**E.3D4a. Place of manufacture.** In the absence of place of publication information, consider a change in the country of manufacture a MAJOR change.

**E.3D4b. Name of manufacturer.** In the absence of publication information, consider as a MAJOR change any difference representing a genuine change in manufacturer.

**E.3D4c. Date of manufacture.** Consider a difference in date of manufacture a MAJOR change when there is no publication date or reprint date or if there are other indications of change to the content.

### **E.3E. PHYSICAL DESCRIPTION AREA (where applicable)**

**E.3E1. Extent of item (including specific material designation).** Consider a difference in the extent of item, including the specific material designation, indicating a **substantive** change in the extent or nature of the resource, a MAJOR change. Slight variations in pagination and differences in preliminary pagination do not constitute a MAJOR change. (See also E.3G. Class of materials)

**E3E2. Other physical details.** Consider the following changes in other physical details to represent a MAJOR change:

**Cartographic materials:** any change in other physical details

**Sound recordings:** any **significant** change in other physical details (e.g., analog vs. digital; mono vs. stereo; 33 1/3 rpm vs. 78 rpm)

**Motion pictures and videorecordings:** any change in other physical details (e.g., sound vs. silent; black & white vs. color; wide screen vs. reformatted; closed captioning vs. not; presence vs. absence of subtitles)

**Graphic materials:** any **significant** change in other physical details (e.g., negative vs. positive; canvas vs. paper; oil vs. pencil; black and white vs. color)

**Electronic resources:** Not applicable for remote electronic resources. For tangible or direct access electronic resources, any **significant** change in other physical details (e.g., sound vs. silent)

**Three-dimensional artefacts and realia:** Any **significant** change in other physical details (e.g., change in material or color)

**Microforms:** any **significant** change in other physical details (e.g., black & white vs. color; negative vs. positive)

**E.3E3. Dimensions.** Consider the following differences in dimensions to represent a MAJOR change:

**Books, pamphlets and printed sheets:** any **significant** difference in dimensions (e.g., for special collections materials)

**Cartographic materials:** any **significant** difference in dimensions

**Music:** any **significant** difference in dimensions

**Sound recordings:** any difference in dimensions

**Motion pictures and videorecordings:** any difference in dimensions

**E.3E4. Accompanying material.** Depending upon the class of materials of primary material, a change in accompanying material may be considered MAJOR (e.g., for projected visual materials when the medium of recorded accompaniment differs).

### **E.3F. SERIES AREA**

**E.3F1. Title proper of series.** Consider a difference of series (including a major change in series title proper, as defined above for title and statement of responsibility area) between manifestations a MAJOR change. Also consider the presence vs. absence of a series statement a MAJOR change when it can be determined that different manifestations of a monograph have been issued both within and without a particular series.

**E.3F2. Numbering within series.** Not applicable.

### **E.3G. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA**

**E.3G1.** A change in ISBN or other standard identifier may indicate a MAJOR change. Consider other aspects of the monograph to determine.

### **E.3H. CLASS OF MATERIALS**

**E.3H1.** Consider as a MAJOR change any change to a different class of materials (e.g., print vs. microfilm) (see also E.3E1)

### **E.3I. LANGUAGE OF TEXT**

**E. 3I1. Language (including translations).** Consider a change in the language of the text a MAJOR change.

### **E.3J. ACCESS POINTS**

**E.3J1. Main entry.** Consider any change to an existing monograph or difference between two or more manifestations that requires a different person or body as main entry per 21.9-21.23 a MAJOR change.

**E.3J2. Added entries.** Consider any change of responsibility that justifies the addition, omission, or change of added entries per 21.29-21.30 and which indicates a **substantive** change in the monograph a MAJOR change.

## E.4. SERIALS

### E.4A. TITLE AND STATEMENT OF RESPONSIBILITY AREA

**[NOTE:** The following section is a revision of rule 21.2A1 which covers “Changes in Title Proper”; in this section, additions to and deletions from 21.2A1 have been indicated in the usual manner. Text includes new wording from the harmonization meeting for AACR2, ISBD(CR) and ISSN.]

- E.4A1. Title proper** – In general, consider a title proper to have changed if any word other than an article, preposition, general conjunction, or the word “and” is changed. ~~Consider also as a MAJOR change if the title proper begins with an article) is changed. as a MAJOR change in a title proper the addition, deletion, or reordering of any word in the first five words. Consider also as a major change any additional deletion or change in the sequence after the first word word of the first abbreviated word to begin with an article) that involves spelled-out form vs. singular or the plural form; one spelling vs. another; Arabic numeral vs. roman numeral; number or date vs. spelled-out form; hyphenated word vs. unhyphenated word; one word compound vs. two-word compound, whether hyphenated or not; acronym or initialism vs. full form; or the grammatical form of a word is changed)~~ Consider also as a MAJOR change if the title proper begins with an article) is changed. as a MAJOR change in a title proper the addition, deletion, or reordering of any word in the first five words. Consider also as a major change any additional deletion or change in the sequence after the first word word of the first abbreviated word to begin with an article) that involves spelled-out form vs. singular or the plural form; one spelling vs. another; Arabic numeral vs. roman numeral; number or date vs. spelled-out form; hyphenated word vs. unhyphenated word; one word compound vs. two-word compound, whether hyphenated or not; acronym or initialism vs. full form; or the grammatical form of a word is changed)
- b) the addition or deletion anywhere in the title of words that indicate the type of resource, e.g., “magazine,” “journal,” or “newsletter” or their equivalent in other languages
  - c) the addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no **significant** change in the subject matter
  - d) the addition, deletion, or change of words that link the title to the numbering
  - e) the only change is the addition or deletion of the name of the issuing body (and any grammatical connection) at the end of the title a change that involves the name of the same issuing body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g., addition, deletion, or rearrangement of the issuing body or substitution of a variant form, including an abbreviation of the name)
  - f) the only change is in the addition, deletion, or change of punctuation anywhere in the title
  - g) the addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title
  - h) a change in the order of titles when the title is given in more than one language on the chief source of information, provided that the title chosen as title proper still appears as a parallel title
  - i) use of two or more titles proper on different issues of a serial according to a regular pattern
  - j) variation of the language of the title proper on different issues of a serial according to the language of the text.

In case of doubt, consider the title proper to have changed the change to be minor.

As appropriate, give, in the note area (see 1.7B4), those changes not considered to constitute a change in the title proper. Make an added entry (see 21.30J) under any variant form considered necessary for access.

**E.4A2. Optional addition. General material designation.** Consider a change in the physical characteristics such that the GMD would be different to be a MAJOR change (See E.4.E1. Extent of item (including special material designation))

**E.4A3. Parallel title(s).** Consider a change in title given in more than one language on the chief source of information a MAJOR change only if original title proper disappears from subsequent issue(s).

**E.4A4. Other title information.** Consider a change in other title information a MAJOR change only if a person or corporate body appearing in the other title information is also the main entry or the corporate body is used as a qualifier in the uniform title main entry.

**E.4A5. Statements of responsibility.** Consider a change in the statement of responsibility a MAJOR change only if the person(s) or corporate body(ies) is/are also the main entry or the corporate body is used as a qualifier in the uniform title main entry.

#### **E.4B. EDITION AREA**

**E.4B1.** Consider a change in edition statement that indicates a **substantive** change in the scope, coverage or language of the serial as a whole a MAJOR change. Generally, record numbered edition statements in serials as sequential numbering in area 3 and not as edition statements. (See also 12.2B2.)

#### **E.4C. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA**

**E.4C1.** Not applicable for changes within the same manifestation. Between different manifestations of non-textual serials, consider those differences enumerated in E.3C to be MAJOR.

#### **E.4D. PUBLICATION, DISTRIBUTION, ETC., AREA**

**E.4D1. Place of publication, distribution, etc.** Not applicable.

**E.4D2. Name of publisher, distributor, etc.** Consider a change in the publisher a MAJOR change only if the corporate body is also the main entry or the corporate body is used as a qualifier in the uniform title main entry.

**E.4D3. Date of publication, distribution, etc.**

**E.4D3a. Date of publication.** Not applicable.

**E.4D3b. Date of copyright.** Not applicable.

**E.4D4. Place of manufacture, name of manufacturer, date of manufacture**

**E.4D4a. Place of manufacture.** Not applicable.

**E.4D4b. Name of manufacturer.** Not applicable.

**E.4D4c. Date of manufacture.** Not applicable.

#### **E.4E. PHYSICAL DESCRIPTION AREA (where applicable)**

**E.4E1. Extent of item (including specific material designation).** Consider a difference in the extent of item, including the specific material designation, indicating a **substantive** change in the extent or nature of the entire serial, a MAJOR change. (See also E.4H. Class of materials)

**E.4E2. Other physical details.** Not applicable.

**E.4E3. Dimensions.** Not applicable.

**E.4E4. Accompanying material.** Not applicable.

**E.4F. SERIES AREA**

**E.4F1. Title proper of series.** Consider a difference or presence vs. absence of series a MAJOR change.

**E.4F2. Numbering within series.** Consider a manifestation published in the same series, but with different numbering (e.g., some microform serials are published in the same series, but with two different numberings) a MAJOR change.

**E. 4G. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA**

**E.4G1.** A change in ISSN may indicate a MAJOR change, although a lack of change in ISSN may not necessarily indicate that a MAJOR change has not occurred. Consider other aspects of the serial to determine.

**E.4H. CLASS OF MATERIALS**

**E.4H1.** Consider as a MAJOR change any change of the entire serial to a different class of materials (see also E.4E1. Extent of item (including specific material designation))

**E.4I. LANGUAGE (INCLUDING TRANSLATIONS)**

**E.4I1.** Consider a difference in the language of the text between two or more manifestations a MAJOR change.

**E.4J. ACCESS POINTS**

**E.4J1. Main entry.** Consider the following to represent a MAJOR change:

- a) a change in responsibility such that the person or corporate body used as the main entry or the corporate body used as qualifier in the uniform title main entry is no longer responsible for the serial.
- b) a change in the name of the corporate body used as the main entry or as qualifier in the uniform title main entry

**E.4J2. Added entries.** Not applicable.

## **E.5. INTEGRATING RESOURCES**

### **E.5A. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

**E.5A1. Title proper.** Consider any change in title proper within the same manifestation a MINOR change. Consider a difference in title proper between two or more manifestations a MAJOR change.

**E.5A2. *Optional addition.* General material designation.** Consider a change in the physical characteristics such that the GMD would be different a MAJOR change (See E.5E1. Extent of item (including special material designation))

**E.5A3. Parallel title(s).** Consider a difference in parallel title(s) between two or more manifestations a MAJOR change only if there is also an indication of a change in content.

**E.5A4. Other title information.** Not applicable.

**E.5A5. Statements of responsibility.** Consider a change in the statement of responsibility a MAJOR change only if the person or corporate body is also the main entry.

### **E.5B. EDITION AREA**

**E.5B1.** Consider a difference in edition statement accompanied by the entire replacement of the base publication for a print resource a MAJOR change.

### **E.5C. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA**

**E.5C1.** Not applicable for changes within the same manifestation.

### **E.5D. PUBLICATION, DISTRIBUTION, ETC., AREA**

**E.5D1. Place of publication, distribution, etc.** Not applicable.

**E.5D2. Name of publisher, distributor, etc.** Consider any change in the name of the publisher, etc., within the same manifestation a MINOR change. Consider a difference in the name of the publisher, etc., between two or more manifestations a MAJOR change.

**E.5D3. Date of publication, distribution, etc.**

**E.5D3a. Date of publication.** Not applicable.

**E.5D4a. Date of copyright.** Not applicable.

**E.5D5. Place of manufacture, name of manufacturer, date of manufacture**

**E.5D5a. Place of manufacture.** Not applicable.

**E.5D5b. Name of manufacturer.** Not applicable.

**E.5D5c. Date of manufacture.** Not applicable.

**E.5E. PHYSICAL DESCRIPTION AREA (where applicable)**

**E.5E1. Extent of item (including specific material designation).** Consider a difference in the extent of item, including the specific material designation, indicating a **substantive** change in the extent or nature of the resource and generally in conjunction with an entire replacement of the base publication for a print publication, a MAJOR change (See also E.5.H. Class of materials)

**E.5E2. Other physical details.** Not applicable.

**E.5E3. Dimensions.** Not applicable.

**E.5E4. Accompanying material.** Not applicable.

**E.5F. SERIES AREA**

**E.5F1. Title proper of series.** Consider a difference or presence vs. absence of series on different manifestations a MAJOR change.

**E.5F2. Numbering within series.** Not applicable.

**E.5G. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA**

**E.5G1.** A change in ISBN or other standard identifier may indicate a MAJOR change. Consider other aspects of the integrating resource to determine.

**E.5H. CLASS OF MATERIALS**

**E.5H1.** Consider as a MAJOR change any change of the entire resource to a different class of materials (See also E.5.E1. Extent of item (including specific material designation))

**E.5I. LANGUAGE (INCLUDING TRANSLATIONS)**

**E.5I1.** Consider a difference in the language of the text between two or more entire integrating resources a MAJOR change.

## **E.5J. ACCESS POINTS**

**E.5J1. Main entry.** Consider a change in responsibility requiring a change in main entry per 21.9-21.23 a MAJOR change only if it is part of an overall **substantive** change in the resource, generally in conjunction with an entire replacement of the base publication.

**E.5J2. Added entries.** Not applicable.

**E.6. MULTIPART ITEMS****E.6A. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

**E.6A1. Title proper.** Generally, consider a difference in title proper between two or more manifestations a MAJOR change.

**E.6A2. *Optional addition.* General material designation.** Consider a change in the physical characteristics such that the GMD would be different to be a MAJOR change (See E.6E1. Extent of item (including special material designation))

**E.6A3. Parallel titles.** Consider a difference in parallel title(s) between two or more manifestations a MAJOR change only if there is also an indication of a change in content.

**E.6A4. Other title information.** Generally, consider a difference in other title information between two or more manifestations a MAJOR change.

**E.6A5. Statements of responsibility.** Consider a difference in the statement of responsibility between two or more manifestations, including a change in the order of names, a MAJOR change.

**E.6B. EDITION AREA**

**E.6B1.** Consider a difference in edition statement between different manifestations a MAJOR change if it indicates a **substantive** change in the bibliographic resource, including but not limited to:

- a) Numbered edition statements, excluding statements associated with the number of copies printed. There may be other wording indicating a change in content (e.g., corrected, enlarged, with a new introduction, etc.). Consider also publication patterns in the country of publication in making this decision (e.g., Romance language 'edition' statements reflect printing information).
- b) Statements indicating abridgement, enlargement, etc.
- c) Statements with terminology such as "draft," "preliminary," "revision," etc., indicating content changes
- d) Statements indicating a difference in content, geographic coverage, or language (e.g., "Teacher's ed." vs. "Student ed.;" "Midwest ed." vs. "Western ed.;" "English ed." vs. "Ed. italiana")
- e) Statements associating different dates with editions (e.g., "Draft, Jan. 2000" vs. "Draft, May 2000")

**E.6C. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA**

**E6C1.** Applicable only for the following classes of materials:

**Cartographic materials: Mathematical data area.** Consider a change in projection or a **substantive** change in scale a MAJOR change.

**Electronic resources: File characteristics area.** Consider a change in file characteristics that indicates a **substantive** change in the nature of the resource a MAJOR change.

**Music: Musical presentation statement area.** Consider a change in musical presentation statement that reflects a **substantive** difference in format (e.g., “Miniature score” vs. “Playing score” vs. “Parts”) to be a MAJOR change.

## **E.6D. PUBLICATION, DISTRIBUTION, ETC., AREA**

**E.6D1. Place of publication, distribution, etc.** Consider a place of publication in a different country appearing on different manifestations a MAJOR change.

**E.6D2. Name of publisher, distributor, etc.** Consider a difference representing a genuine change in the publisher’s name or a change in the publishing entity between manifestations a MAJOR change.

**E.6D3. Date of publication, distribution, etc.**

**E.6D3a. Date of publication.** Consider a difference in publication date between different manifestations, including an inferred date, a MAJOR change.

**E.6D3b. Date of copyright.** A change in copyright date between different manifestations may be a MAJOR change. Consider other aspects of the multipart item to determine.

**E.6D4. Place of manufacture, name of manufacturer, date of manufacture**

**E.6D4a. Place of manufacture.** In the absence of place of publication information, consider a change in the country of manufacture between different manifestations a MAJOR change.

**E.6D4b. Name of manufacturer.** In the absence of publication information, consider as a MAJOR change any difference representing a genuine change in manufacturer between different manifestations.

**E.6D4c. Date of manufacture.** Consider a difference in date of manufacture a MAJOR change when there is no publication date or reprint date or if there are other indications of change to the content.

## **E.6E. PHYSICAL DESCRIPTION AREA**

**E.6E1. Extent of item (including specific material designation).** Consider a difference in the extent of item, including the specific material designation, indicating a **substantive** change in the extent or nature of the resource between two or more manifestations, a MAJOR change. (See also E.6G. Class of materials)

**E.6E2. Other physical details.** Consider the following changes in other physical details to represent a MAJOR change:

**Cartographic materials:** any change in other physical details

**Sound recordings:** any **significant** difference in other physical details (e.g., analog vs. digital; mono vs. stereo; 33 1/3 rpm vs. 78 rpm)

**Motion pictures and videorecordings:** any change in other physical details (e.g., sound vs. silent; black & white vs. color; wide screen vs. reformatted; closed captioning vs. not; presence vs. absence of subtitles)

**Graphic materials:** any **significant** change in other physical details, e.g., negative vs. positive, canvas vs. paper, oil vs. pencil, black and white vs. color)

**Electronic resources:** Not applicable for remote electronic resources. For tangible [or: direct access] electronic resources, any **significant** change in other physical details (e.g., sound vs. silent)

**Three-dimensional artefacts and realia:** any **significant** change in other physical details (e.g., a change in material or color)

**Microforms:** any **significant** change in other physical details (e.g., black & white vs. color, negative vs. positive)

**E.6E3. Dimensions.** Consider the following difference in dimensions to represent a MAJOR change:

**Books, pamphlets and printed sheets:** any **significant** difference in dimensions (e.g., for special collections materials)

**Cartographic materials:** any **significant** difference in dimensions

**Music:** any **significant** difference in dimensions

**Sound recordings:** any difference in dimensions

**Motion pictures and videorecordings:** any difference in dimensions

**E.6E4. Accompanying material.** Depending upon the class of materials of primary material, a change in accompanying material may be considered MAJOR, e.g., for projected visual materials when the medium of recorded accompaniment differs.

## **E.6F. SERIES AREA**

**E.6F1. Title proper of series.** Consider a difference between statements for different series (including a major change in series title proper, as defined above for title and statement of responsibility area) a MAJOR change. Also consider the presence vs. absence of a series statement a MAJOR change when it is not known that the multipart item(s) appearing without the statement are also included in the series.

**E.6F2. Numbering within series.** Consider a change in number to be MAJOR when different manifestations have different numbers.

## **E.6G. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA**

**E.6G1.** A change in ISBN or other standard number may indicate a MAJOR change. Consider other aspects of the multipart item to determine.

## **E.6H. CLASS OF MATERIALS**

**E.6H1.** Consider as a MAJOR change any change to a different class of materials of a finite resource or any of its parts. (see also E.3E1 above)

## **E.6I. LANGUAGE OF TEXT**

**E. 6I1. Language (including translations).** Consider a change in the language of the text between different manifestations a MAJOR change.

## **E.6J. ACCESS POINTS**

**E.6J1. Main entry.** Consider any change to an existing bibliographic resource or difference between bibliographic resources that requires a different person or body as main entry per 21.9-21.23 a MAJOR change.

**E.6J2. Added entries.** Consider any change of responsibility that justifies the addition, omission, or change of added entries per 21.29-21.30 and which indicates a **substantive** change in the resource a MAJOR change.